

RESTRICTED

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030029-7

CONCURRENCE SHEET

Job 115

AT

PROPOSED ISSUANCE: ☐ STANDARDIZATION OF FILING SUPPLIES

CONTINGENT DISTRIBUTION: AS

PREVIOUS ISSUANCES TO BE CANCELED: None

COMMENTS:

This Office concurs in the general idea of standardization of filing supplies and in the number of standard items suggested. However, the Logistics Office installed the Agency recommended correspondence filing system as of 1 January 1953, and our experience with Item c of proposed Notice is that the straight-cut folder makes visibility of the title extremely poor. We have also found that the unreinforced edge of Item c bends or breaks under usage, and we suggest the following substitutions for Items c and d:

- c Folder, file, draft, 1/3 tabbed, one position only, tab reinforced, 11 point.
 - (1) Legal-size
 - (2) Letter-size
- d Folder, file, kraft, 1/3 tabbed, one position only, tab reinforced, 11 point, with fasteners.
 - (1) Legal-size
 - (2) Letter-size

25X1

CONCUR:

Acting Chief/Administrative Staff
Logistics
(Office)

18 June 1953
(Date)

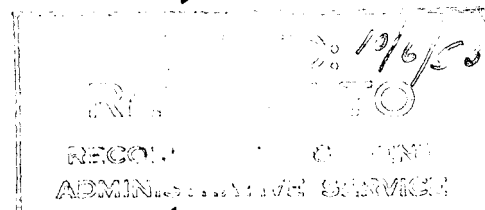
RESTRICTED

2122

Q & N - 28-1

28 September 1953

Memo for the record.



AT
AT
Agreement was reached on proposed
Notices [redacted], Standardization of Filing
Supplies and [redacted] Procurement of Letter
and Legal Size Filing Cabinets. Regulations
Control Staff are now processing the
Notices for issuance.



STAT

The folders recommended by Registers would not improve the visibility of folder titles since they would be aligned in the same manner as the straight-cut folders. Usually, if titles are hidden it points to the use of too many folders for the volume of material in the file.

The type of files maintained in the folders, recommended in item C of the proposed notice, are subject to a cut-off period of one year at which time a new file is established. Therefore the folders are used for active filing for only one year. It is felt that the

*beading or breaking during this short
period would be negligible.*

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CONCURRENCE SHEET

AT

PROPOSED ISSUANCE: ☐ STANDARDIZATION OF FILING SUPPLIES

CONTEMPLATED DISTRIBUTION: AB

PREVIOUS ISSUANCES TO BE CANCELED: None

COMMENTS:

Although the Office of Communications subscribes to the principle of standardization, it believes its application should be tempered with reason.

About one year ago the Agency sponsored a meeting held in Alcott Hall, addressed by representatives of Remington Rand. This meeting was for the purpose of instruction in filing systems. One system that was recommended was called Variadex. <In this system all file folders are of the 1/3-cut, second position type. This places all folder titles in one straight line in the file drawer, which eliminates the need of looking in several positions for a folder title. The file guides used in this system are 1/5-cut, first and second positions. The primary classification or division of files is placed on the first position guide and subdivisions are placed on the second position guides. This places the guide index to the left of the folder tabs. The tabs of OUT cards appear in the 4th position--to the right of the folder tabs, which flag any missing folders.

The Variadex system may not be the best for every office, and it is not recommended that filing supplies be procured from any particular source, but it is believed that standardized items should permit the continued use of established systems rather than necessitating, in many cases, a complete change in the files. To this end it is recommended that 5th-cut file guides also be standardized. It is also recommended before any new equipment or procedure is standardized, that the present practices and problems of all offices concerned be studied and that the proposed standardization be discussed with all concerned before adoption.

~~SECRET~~

☐

AD/CO
(Office)
23 June 53
(Date)

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While the points are listed for the Variadex System in this memo, the same are applicable to the folders and guides recommended in the proposed notice. In establishing the standards, the experience and opinions of the General Services Administration and records personnel of other Government Agencies, as well as the merits of commercial systems were taken into consideration. The consensus of opinion led to the standards recommended in the proposed notice. In addition the G.S.A. carries these supplies as standard stock items, while others such as Variadex require a special purchase.

[redacted] stated that he would concur in the proposed Notice [redacted] STAT with one exception. The exception being That Command be allowed to requisition and use 1/5 cut guide cards until 1 January 1955. The 1/5 cut guides (primarily 1st and 2nd position) being used in addition to the items listed as standard

CONCURRENCE SHEET

PROPOSED ISSUANCE:

STANDARDIZATION OF FILMS SUPPLIES

CONTINGENT DISTRIBUTION: AS

PROPOSAL RESOURCES TO BE CANCELED: None

REMARKS: Would like to have the following item added to paragraph 1.d. of proposed issuance: legal size folder, same specifications as item 7510-005-4438, but with double rather than single fasteners.

CONCUR: Phyllis E. Smith

(Signature)

O/DD/I

(Office)

20 June 1953

(Date)

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I'll buy this!

✓
*FOLDER, FILE, KRAFT, SQUARE
CUT, PLAIN TAB REINFORCED,
11 POINT, WITH FASTENERS IN
1ST AND 3RD POSITION!*

(1) LEGAL SIZE

(2) LETTER SIZE

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CONCURRENCE SHEET

AT PROPOSED ISSUANCE: PROCUREMENT OF LETTER- AND LEGAL-SIZE
FILING CABINETS

CONTEMPLATED DISTRIBUTION: AB

PREVIOUS ISSUANCES TO BE CANCELED: None

COMMENTS:

Returned without concurrence.
This notice is too restrictive.
Provision should be made
for exceptions to allow procurement
of specialized filing cabinets
such as required for maps, blueprints,
charts, and various graphic
presentations.

25X1

~~CONCUR:~~

(Signature)

Acty. Asst. Dir. OC

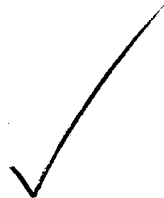
(Office)

June

(Date)

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The notice is restrictive, but only to legal
and letter size cabinets. It does not restrict
the procurement of specialized cabinets, i.e.,
blueprints, charts, maps, etc.



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CONCURRENCE SHEET

PROPOSED ISSUANCE: PROCUREMENT OF LETTER- AND LEGAL-SIZE
FILING CABINETS

CONTEMPLATED DISTRIBUTION: AB

PREVIOUS INSURANCES TO BE CANCELED: None

COMMENTS: Several of our offices have reservations on a regulation which would limit the procurement of filing cabinets and safe cabinets to standard five and four-drawer ones. ORR, for instance, has been experimenting with the use of two-drawer legal safe cabinets combined with a table top as a space saver, and would like to be able to use two-drawer safe cabinets where this would be feasible. However, experiments can go forward with cabinets now available and the matter reopened later if it is desired that two-drawer safes be added to the standard procurement lists.

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CONCUR:

O/DD/I


(Office)

20 June 1953

(Date)

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There will be some justification for the use of two drawer safes, but because there are so few used in the Agency, it is felt that they would be the exception rather than the standard. An exception would be made in this case if fully justified.



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CONCURRENCE SHEET

APPROVED ISSUANCE: PROCUREMENT OF LETTER- AND LEGAL-SIZE
FILING CABINETS

CONTEMPLATED DISTRIBUTION: AB

REVISIONS ISSUANCES TO BE CANCELED: None

- REMARKS:
1. Since it is frequently not possible to ascertain the extent of legal size material to be filed, we recommend that the requirement for a formal certification as to the percentage of legal size material to be filed be deleted, and in lieu, the notice could charge each requisitioning office with the responsibility of assuring that legal size cabinets ordered and used be kept to a minimum consistent with its filing requirements.
 2. Two-drawer cabinets have been utilized by many executive offices and in view of economy and their practical use we recommend that provision be made for purchases of cabinets with less than four-drawers.

CONCUR:

(Signature)

Deputy Comptroller

(Office)


22 June 1953

(Date)

SA-DD/AL✓
Deputy Comptroller
TAS Return

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25X

1. It is believed that the files now maintained will serve as a sound criteria in estimating the percentage of legal size material to be filed in the future.
 2. See preceding sheet for answer to item 2.
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N ☐ STAT

NOTICE N

NO. ☐

LOGISTICS
1953

SUPPLY

PROCUREMENT OF LETTER- AND LEGAL-SIZE FILING CABINETS

1. Effective upon publication of this Notice, the following standards are established for the procurement of letter- and legal-size filing cabinets:

a. Cabinets without locks. Procurement of correspondence type filing cabinets will be restricted to standard five-drawer legal- or letter-size cabinets. The cabinets established as standard are equipped with guide rods and have 24-inch drawers. Requisitions for legal-size cabinets will not be honored unless accompanied by a justification stating that an estimated 20 percent or more of the material to be filed therein is of legal size. If it is estimated that less than 20 percent of the material to be filed is of legal size, the justification should state the reason why letter-size cabinets cannot be used.

b. No change

2. No change